



Officer Training School Reporting Instructions

**AIR FORCE ACTIVE DUTY MEMBER**

In Accordance With  
Holm Center Syllabus TFOT MOTS-005  
& TFIT MOTS-006

**20 February 2017**

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## 1. CLASSIFICATION:

- 1.1. Overall classification within this document is UNCLASSIFIED.

## 2. GENERAL INFORMATION

2.1 The Commandant, Officer Training School in conjunction with the 24th Training Squadron (24 TRS) and Detachment 12, Academy of Military Science commanders, establishes personnel policies for reporting instruction/information for all cadets reporting to Officer Training School (OTS).

2.2. If you are already serving on active duty, you should fully out-process your previous duty station before coming to OTS. Non-prior enlisted members need to coordinate with their respective recruiters to ensure that they are fulfilling all pre-departure checklists. Members currently serving on active duty must coordinate their household goods pickup/transportation PRIOR to departing for OTS. All out-processing actions should be fully completed. Fully completing all your checklist items will prevent having to adjust Report No Later Than (RNLT) dates and using leave in order to return to the previous duty station and accomplish a move. Failure to complete all actions prior to arrival can result in financial hardship.

2.3. Active Duty members reporting to OTS must review all information contained in these reporting instructions.

## 3. ORDERS

3.1. Orders should state the following remark: "While TDY to Officer Training School (OTS) direct use of government facility providing meals is required. Member will be under Essential Unit Messing (EUM) and will be paid an Incidental Expenses (IE) rate of \$5 per day while in attendance at OTS IAW JTR Chapter 4, part B3, section 4240. Member attended TFIT Class ##-## from DD MMM YYYY to DD MMM YYYY and TFOT Class ##-## from DD MMM YYYY to DD MMM YYYY in TDY status at Maxwell AFB AL. Member commissioned on CGD. Member is authorized Dislocation Allowance at permanent duty location IAW JTR chapter 5 part A, section 10."

3.2. Units will use fund cite: 5773400 307 64AU 4L3L44 03 40915 84722F 387700

3.3. Meals are available and directed.

3.4. Billeting is not available nor directed.

3.4.1. Dorm rooms will not be available prior to Total Force Indoctrination Training (TFIT) Course Start Date (CSD). Plan your trip so that you arrive on the TFIT CSD, not before. While early reporting is not directed, it may be necessary when traveling from a western time zone or overseas location in order to meet the specified CSD. Maxwell University Inn can be reached at 334-953-3931.

3.4.2. Orders should state "Rental car is NOT authorized".

3.4.3. Orders should state "excess baggage weight is authorized" which allows items to accompany student rather than being shipped separately.

3.4.4. Orders must also include "variations in itinerary are authorized" which allows deployment for training exercises.

## 4. ADMINISTRATIVE ITEMS

4.1. Cadets will arrive to training in compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, grooming standards.

4.1.1. Hair standards for males - hair will not exceed 1 ¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat top cuts are authorized. Mustaches are not authorized in the training environment. For additional dress and appearance standards refer to AFI 36-2903.

4.1.2. Hair standards for females - minimum hair length is ¼ inch, to a maximum bulk of three inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. For additional dress and appearance standards refer to AFI 36-2903.

4.1.3. Glasses - eyeglasses and/or sunglasses may have conservative ornamentation on non-prescription sunglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. No photosensitive lenses. For additional dress and appearance standards refer to AFI 36-2903.

4.1.4. Civilian Clothing – arrive in casual business attire (conservative shirt, long or short sleeve), no tank tops or clothing with offensive language/images. Shoes will be hard soled with laces, no sandals or flip-flops.

4.2. Cadets attending OTS are HIGHLY ENCOURAGED to have sufficient funds (~ \$2,000) upon arrival at training. There are costs associated with training the cadet will be responsible for such as uniform requirements, miscellaneous items, dry cleaning, meals, morale events, etc. A Military Star credit card will be available to apply for if required.

4.3. Cadets will attend an Awards Banquet as part of the program. A missed meal/Impracticability Statement will be provided to cadets after completion of the program for reimbursement purposes.

4.4. All cadets will formally in-process with OTS staff on the TFIT CSD. The following documentation will be needed:

- 4.4.1 2 Forms of Valid Government ID
- 4.4.2 10 copies of PCS/MEPS orders (all pages of orders to include authorization number)
- 4.4.3 Activated Government Travel Card (for cash advance and/or plane tickets - prior service only)
- 4.4.4 Marriage License & valid/current spouse ID; dependents birth certificates and SSN's (if not in DEERS already)
- 4.4.5 Official College Transcript (sealed or opened)
- 4.4.6 All available copies of the DD Form 4, Enlistment/Re-enlistment Document Armed Forces of the United States (if applicable)
- 4.4.7 AF Form 1034 (Non-Prior service only)
- 4.4.8 All previous DD Form 214s, Certificate of Release or Discharge from Active Duty (if applicable)
- 4.4.9 Supporting documentation for awards and decorations (Prior service only)
- 4.4.10 Print all pages from the Record Review Rip on vMPF (Prior service only)
- 4.4.11 Copy of DoD IAA Cyber Awareness Challenge (prior service only, must be valid past OTS graduation)

4.5. Cadets can send and receive mail while at OTS. Mail will be received and delivered throughout the week and postal services are available on base at the Maxwell Post Office.

4.5.1. Cadets should encourage friends and family NOT to send food, to include baked goods.

4.5.2. Mailing address is as follows:

**Cadet Your Name**

Your unit, your class #, your flight # (e.g. 24 TRS, Class 17-08, Flight 2-11)

550 E Maxwell Blvd Box 9000

Maxwell AFB, AL 36112-9000

4.5.3. Cadets will have highly restricted/non-existent phone privileges during the first few weeks of training. During this time, if a cadet needs to be reached/notified immediately, the following numbers are available:

-Student Affairs at DSN: 493-8424 (Det 12) or 493-3517 (24 TRS) or Commercial: 334-953-8424 (Det 12) or 334-953-3517 (24 TRS).

Internet access is limited to official business only such as banking and contacting a home unit for the first two weeks of training and is restricted thereafter.

4.5.4. In the event of an emergency, families can make contact via the OTS Staff Duty Officer (SDO) 334-462-4411.

## **5. TRAVEL TO/FROM OTS**

5.1. Cadets can fly into Montgomery Airport (MGM) and can take a taxi to Maxwell AFB.

5.2. The main address for the OTS Campus is 501 LeMay Plaza North, Maxwell AFB, AL 36112. Note this address is different than the mailing address. If you are non-prior enlisted, have a copy of your orders and one form of official identification ready before you come through the front gate to alleviate backing up traffic onto base.

5.3. Signs placed around the base will direct you to the appropriate parking and building for in-processing. Welcome packets containing all pertinent information regarding in-processing and dorm room assignments will be provided upon arrival. See attachment 1 for an overhead view of Maxwell AFB that includes directions to the OTS campus.

5.4. If you are taking a taxi or Uber, ensure that your driver is able to drive onto base, otherwise you will be left at the front gate. If you need a ride from the front gate to the OTS campus, call the Base Shuttle (free of charge/on-base service only) at (334) 953-5038.

## **6. DRIVING A PERSONALLY OWNED VEHICLE (POV) TO OTS**

6.1. Driving a POV is an available option, but usage is highly restricted during training. Cadets will not be able to access their vehicles after the CSD unless approval by OTS Staff is granted. Vehicles are kept in a dedicated cadet parking area on the OTS complex. As cadet privileges are earned or permissions granted, POVs may be used to accomplish necessary tasks (haircuts, alterations, etc).

6.2. Those driving to Maxwell AFB should use the main gate (Maxwell Blvd Gate) and follow the posted signs to the OTS Campus.

6.3. From I-65 North: exit Herron Street (Exit 172) and stay in the left lane. Turn left at the 3<sup>rd</sup> stop light (Maxwell Blvd) and proceed to the Maxwell Blvd Gate of Maxwell AFB.

6.4. From I-65 South: exit Clay Street (Exit 172) and stay in the left lane. Turn left at the 2<sup>nd</sup> stop light (Herron Street).

Turn left at the 1<sup>st</sup> stop light (N. Holt Street). Turn left at the 2<sup>nd</sup> stop light (Maxwell Blvd) and proceed to the Maxwell Blvd Gate of Maxwell AFB.

6.5. From I-85 South: exit onto I-65 North and stay in the right lane. Follow instructions from para. 6.3.

## 7. UNIFORMS/CLOTHING/EQUIPMENT REQUIREMENTS OR RESTRICTIONS:

7.1. The following clothing/equipment listings detail all required and recommended items needed by cadets. Do not use any other clothing/equipment listings. It is recommended cadets arrive to training with the items on the respective clothing lists. If unable to acquire these items prior to training, there will be an opportunity to purchase them during in- processing. Cadets arriving with unserviceable items will be required to purchase new ones.

### 7.1.1. Uniform Items:

\*Denotes gender specific items

<b>AIRMAN BATTLE UNIFORM (See Note 1)</b>	<b>Require</b>
Belt, Rigger, desert sand color	1
*ABU Coat (Shirt)	3
Name Tapes, textile, ABU, 1" wide	3
Insignia, distinguishing USAF, ABU, 1" wide	3
AFSC insignia badge (Chaplain, Cyberspace, Aeronautical) (If prior service)	3
*Pants, ABU	3
Boots, sage green (2 recommended)	1
Socks, boot, sage green	5
T-Shirt, crew neck, desert sand color	6
Hat, ABU	1
Watch Cap, sage green (October-April)	1
Black Gloves (October-April)	1
Blousing straps	1 pair
<b>SERVICE DRESS/BLUES UNIFORM</b>	<b>Require</b>
*Light weight blue jacket, (with or without embroidery) (October-April)	1
*Service Coat, w/epaulets with officer sleeve braid sewn on	1
*Blue Pants (Wool or Polyester, with a minimum of 1 set of Wool pants)	1
Insignia, US (officer)	2
*Belt, Blue w/Chrome Buckle	1
*Flight Cap (Officer w/Silver Trim)	1
Name Tag, Standard Air Force, Individual, Blue, Plastic	1
Name Tag, Standard Air Force, Individual, metallic	1
*Necktie, Blue (tie for males, tie tab for females)	1
*Shirt, Cotton/Poly, Short Sleeve (no "princess cut" shirt)	2
*Shirt, Cotton/Poly, Long Sleeve, w/Epaulet	1
Shoes, Dress, Oxford, Black, Plain Toe	1
Socks, Cotton/Nylon, Black	3
Stockings, black (females only)	1
Undershirt, Cotton, White, V-neck	3
Ribbons and Ribbon Rack (As required)	Various

Shirt Garters	1
<b>MESS DRESS UNIFORM (See Note 2)</b>	<b>Require</b>
*Mess Dress Coat (½ inch silver sleeve braid & silver chain, blue in	1
*Mess Long Sleeve Shirt (white in color)	1
*Mess Dress Trousers (blue in color)	1
Mess Dress Skirt (females only)	1
Pumps (black in color, no higher than 2½ inches) (females only)	1
*Bow Tie, blue (males)/Mess Dress Tie tab, blue (females)	1
*Cummerbund (blue)	1
Cuff Links	1
Studs (set of 4)	1 set
Suspenders (White, Black, or Blue in color) (males only)	1
Medals (Miniature)	1 set
Badges (not to exceed four)	1
<b>PHYSICAL TRAINING UNIFORM</b>	
PT Shorts	5
PT Shirt	5
Running Pants	1
Jacket	1
Socks, white or black, cotton (Ankle or Crew Socks)	6
Running Shoes (color does not matter; 2 recommended)	1

7.1.2. The following clothing items are also required for cadets attending OTS. Student may have to purchase items on this list and will be afforded the opportunity to do so during in-processing.

<b>MISCELLANEOUS</b>	<b>Require</b>
*Underwear, bra	6
Eyeglass Strap (As required) (purchase at OTS Clothing Sales)	1
Personal Hygiene; Toiletry items	As req
Shower shoes/sandals	1 set
Black Attaché (purchase at OTS Clothing Sales)	1
<b>MISCELLANEOUS (continued)</b>	<b>Require</b>
Black Flashlight (Purchase at OTS Clothing Sales)	1
White Towel	1
White Wash Cloth	1
Hand Soap	1
Laundry Bag (Purchase at OTS Clothing Sales)	1
Tupperware (Purchase at OTS Clothing Sales)	1
Masterlock (combination lock only, no key)	1

7.1.3. The items below are optional for all cadets.

<b>MISCELLANEOUS</b>	
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Shoe polishing supplies (if black leather shoe)	1
Soap dish with cover	1
Sage Green Fleece APECS liner (October-April) (Recommended)	1
Plastic Cup	1
Sewing kit & Scissors	1
Bug spray	1
Sunscreen	1
Work gloves (black or sage green for use in the field)	1
Black ball-point pens	As req
Laundry soap	1
Second pair of boots for field training (strongly encouraged)	As req
Pajamas	1
Wrist watch	1
Shoe sole inserts	1
Hair pins (females)	As req
Lint Roller	1

7.1.4. Sunglasses (TO INCLUDE TRANSITION LENSES) will not be allowed to be worn while in formation.

7.1.5. The items listed below will be provided without incurring a cost and will remain the property of OTS after graduation with the exception of the OTSMAN and the HAWK.

<b>Issued</b>	
Dust Cover (wool)	1
Bedspread (blue)	1
Sheets	2
Pillow	1
Pillow Case	1
OTSMAN	1
HAWK	1
Poncho	1

\* *NOTE 1* - Three pair of ABUs are recommended for use at OTS. Realizing that units are only authorized to issue two pairs, students will use their discretion whether to acquire the extra set or not. OTS will not replace uniforms damaged during training.

\**NOTE 2* - Mess dress is available for purchase or rent at off-base vendors. It will not be worn until the final week of the program.

## 8. PROHIBITED ITEMS

8.1. The following items are prohibited while attending OTS:

8.1.1. Weapons or dangerous instruments. A weapon is an instrument of offensive or defensive combat or anything used, or designated to be used, in destroying, defeating, or injuring another. A dangerous instrument is a device of any sort, the use of which may reasonably be expected to cause risk, peril, danger, or lack of safety. Upon arrival, if you happen to have an item that could be considered a weapon, inform the Maxwell AFB gate



guard and ask for guidance on storing a weapon at the base armory for the duration of your training at OTS. Weapons or dangerous instruments are not permitted on the OTS campus to include the OTS dormitories.

8.1.2. Pets and sports equipment are not allowed at OTS.

8.1.3. Food and any drink other than water may not be consumed or stored in the OTS dormitory living quarters.

8.1.4. Pornographic materials are not permitted at OTS. (*AETCPAM 36-2003*)

8.1.5. Tobacco products are not permitted for use during training.

## 9. MEDICAL REQUIREMENTS

9.1. Cadets are encouraged to bring any and all relevant medical records, to include immunization record. While they may not be all needed, the records will be readily available if required.

9.2. If you are injured, on a profile, or believe you cannot complete the Air Force Fitness Assessment due to health concerns, contact your OTS admissions POC immediately.

9.3. Any prescription medication brought here to OTS needs to be relayed to your Flight Commander upon initial interview. Cadets are encouraged to bring enough supply to last the duration of training. If required, more may be requested through the 42 MDG during training.

9.3.1. For prescription medication, you should have a prescription from a physician for any medicine you bring to OTS. The base hospital will not fill civilian prescriptions issued before your arrival to OTS.

## 10. GOVERNMENT PROVIDED LAPTOPS

10.1. Access to civilian websites will be restricted during training, but cadets will be able to access sites for the purpose of banking and paying bills.

10.2. Cadets will have access to websites through the Air University Computer Information System network for research and information purposes.

10.3. Most of the curriculum and assignments are electronic, so there is little need for printing.

10.4. Government computers no longer accept any USB device due to security issues. You will not be able to transfer information from personal computers to government computers using this method.

## 11. PERSONAL COMPUTERS

11.1. It is highly recommended cadets bring and use their personal laptops with wireless capability as most of the curriculum has moved to **Blackboard**.

11.2. Commercial wireless internet is available in the dormitories and connectivity is limited due to the volume of students using it.

11.3. You are highly encouraged to bring your personal laptop (recommend not utilizing a tablet due to document formatting issues) in order to keep up with your personal finances. Additionally, you are welcome to bring your own printer. Please note that space is very limited and you will be responsible for ensuring that your computer equipment is neat and orderly. If your printers and peripheral equipment cannot fit neatly on a desk with your

laptop, then you are encouraged to leave the peripheral equipment at home.

## **12. FINANCE**

12.1. Cadets are **HIGHLY ENCOURAGED** to have sufficient funds available for their families while they are away at training. Due to in processing dates and procedures, it may be several weeks before the cadet begins receiving military pay. However, OTS is committed to ensuring cadets are able to meet their financial obligations.

12.2. You should also set up a direct deposit bank account prior to arrival. If you processed through a recruiter or MEPS, you must arrive with a completed direct deposit form certified by your financial institution.

12.3. While you are at OTS you will receive standard Air Force leave and earnings. You will be paid as an AF E- 5 unless you hold a higher rank and are coming straight from active duty to OTS. You will not be paid Basic Allowance for Subsistence while you are at OTS even if you maintain a household elsewhere. This link below will allow you to check the current AF officer and enlisted pay scale:  
<http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>

12.4. You will accrue leave at a rate of 2.5 days per calendar month, and be paid according to your rank and time in service. Leave is normally not a consideration during OTS training. However, there are instances when you may be allowed to take leave, or may have to take leave. Primarily leave is a factor at OTS if you must take emergency leave. Emergency leave is usually given for a death or serious illness in your immediate family. If your family has an emergency situation that requires you to return home they should contact the OTS Staff Duty Officer (334-462-4411) and the American Red Cross (1-877-272-7337). Emergency leave will not be denied.

12.5. Prior service Active Duty cadets should contact their Government Travel Card (GTC) Coordinator to place their account in Mission Critical Status.

12.6. All housing entitlements will remain until the member arrives at their new duty station.

12.7. Non-prior service cadets with dependents will receive the dependent rate BAH and cadets without dependents will receive the partial-rate BAH. BAH rates can be found here: <http://www.defensetravel.dod.mil/site/bahCalc.cfm>.

